Welcome, We will begin shortly

OCAP
ETO Training

Introductions

Welcome

Introductions

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OCAP ETO Administrator

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Training Logistics

Let's talk about some things we can do to help facilitate each others' learning process.

- Everyone learns at different speeds! Let's be patient when practicing in the software.
- Please ask questions. This is _your_ time!

Learning Objective

To review the ETO configuration for OCAP and gain proficiency in the basic navigation of your ETO site.

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Training Agenda

I. ETO Basics

- Tips for ETO
- Terminology
- Logging in
- Basic Navigation

II. Entities

- Searching for Entities
- Entity Dashboard

III. Entity TouchPoints

- Terms & Conditions TouchPoints
- County Needs TouchPoint
- Primary/Sub TouchPoints

IV. Wrap Up

- Questions
- What's next?

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I.

ETO Basics

Tips for using ETO

- ETO Software is a PC web-based software using Internet Explorer.

- ETO works best using **Internet Explorer**. (Version 8 or higher.)

Mac Users, you will need to install a conversion application (like Boot Camp) that will allow you to run Microsoft Office Products in order to use ETO on your Mac.

Tips for using ETO

- Avoid using the Internet's back button

- Timeout after 60 minutes of no activity
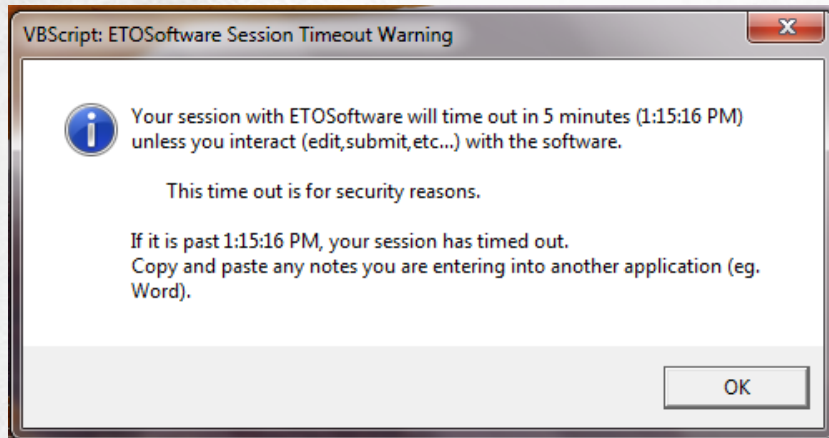
- Always logout when you are done

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Welcome Staff Tester | Home Page | Help | Log Off

ETO Terminology

- **Entity** - the counties you serve.

- **TouchPoints** - forms used to capture information and measure progress (County Needs and Evidence based practices). TouchPoints are also used to track allocated funds.

- **Dashboards** – Most streamlined way to navigate ETO system. Reflects most recent data entry for a county

Logging In

Web Address: etosoftware.com

User Name: youremail@ocap.org

Password: password1

Example: Karen Skeoch

User Name: karen.skeoch@dss.ca.gov

Password: password1

Logging In

When you log in the first time, you will need to complete the personal profile information, change your password and accept the Terms of Use.

Logging In

Web Address: **etosoftware.com**

User Name: **youremail@ocap.org**

Password: **password1**

Let's Log In!

Basic Navigation

Home	New	Quick Search	To Do List	My Favorites	My Dashboard
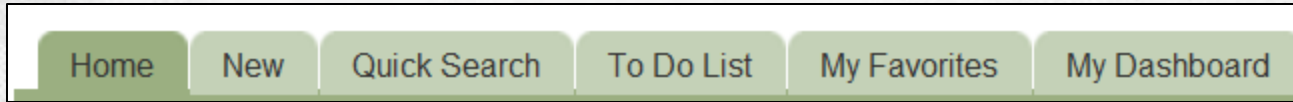
- **<u>Home:</u>** This tab takes you to your Home Page. Rarely needed.

- **<u>New:</u>** Won't need this feature since you have a custom dashboard.

- **<u>Quick Search</u>**: search active entities in your program & select data entry action to complete TocuhPoint.
  <u>To Do List</u>: This takes you to the your personal (i.e. your user account) To Do List, which shows reminders that you set on TouchPoints.

- **<u>My Dashboard</u>**: This dashboard is YOU centric—see everything related to your work in the software.

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Basic Navigation

The Navigation Bar

- Located on the right side.

- Same features on Dashboard.

- Rarely Needed. Can Collapse.

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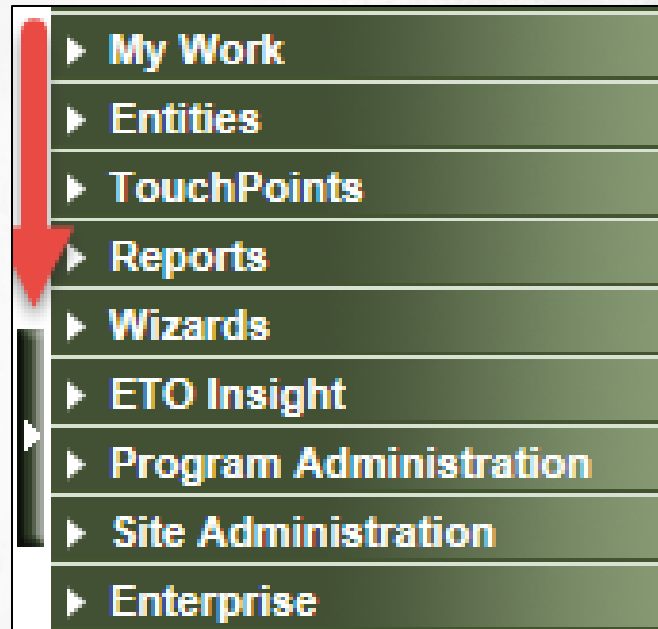
Basic Navigation

Welcome Staff Tester | Home Page | Help | Log Off

Basic Buttons

- <u>Your Name</u>: Allows you to access and control your user account's settings, email address and password.

- <u>Home Page</u> : Use this button to route back to your homepage from any other page in the software. Be sure to submit/save your data *before* doing this!

- <u>Help</u>: Allows users to access the online ETO Help Manual, Training resources and connect with the Support Team.

- <u>Log Off</u>: Be sure to click this to properly log out of ETO, keeping your site secure and data safe. Do <u>NOT</u> just exit out of your Internet Explorer browser.

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II.

Entities

Entities

Entity: The Counties that you serve

- Entities have Dashboards

- Can be accessed via Quick Search

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Entity Dashboard

Quick Search > Type County Name > Click Search

Search Entity Hands On

Let's access your county's Entity Dashboard

1. Access the Quick Search

2. Type FAKE county name

3. Click the county name from the list

4. Click on the County's Dashboard

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TouchPoints

All County services will be tracked via TouchPoints in ETO

Access TouchPoints via the Entity Dashboard

1. Terms and Conditions
2. County Contact
3. General Information
4. County Need
5. County Funding Allocations
6. Service Activity and Funding Stream (Primary form)
   a) Evidence Based/Informed Checklist (Sub form)
7. Child Abuse Prevention Month
8. Child Abuse Prevention Council (CAPC)
9. County Children's Trust Fund (CCTF)

Terms and Conditions*

Click New > Fill in Form> Click Save

County Funding Allocation

Upload by ETO Administrator

Allocated Funds

Allocated Funds

Take Action	Date Completed	Date Last Updated	Fiscal Year	Funding Stream	Funding Amount
👁	4/2/2015	4/2/2015	2014-15	CBCAP	$256,000.00
👁	3/6/2015	3/6/2015	2014-15	CAPTA	$50,000.00
👁	3/4/2015	3/4/2015	2014-15	CBCAP	$25,000.00

County Funding Allocation

View TouchPoint

III.

Entity
TouchPoints

County Identified Needs

County Needs Hands On

Let's record the County Needs TouchPoint

1. Access the County Needs TouchPoint for the fake County

2. Fill in the form

3. Click "Save" to save your changes

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IV.

Primary and Sub TouchPoints

Primary and Sub TouchPoints

- Used for Services that always happen in succession of one another

- Cannot Record Sub Form unless the **Primary** form has been entered

- Sub Form can only be accessed via the **Primary TouchPoint Dashboard**

Primary and Sub TouchPoints

OCAP Primary/Sub TouchPoints

- Service Activity & Funding Stream (P)

  ○ Evidence Based Practices Checklist (S)

Service Activity and Funding Stream

Take Action		Dashboard	Date Last Updated	Recorded By	Services Category	How much of your allocation is being spent for this service?	OCAP Funding Stream(s)	TOTAL SERVICE COUNT	Target Population
👁	+	Service Activity and Funding Stream Dashboard	5/6/2015	OCAP Administrator	Disability Services	$50,000.00	CBCAP|CAPIT|		
👁	+	Service Activity and Funding Stream Dashboard	5/6/2015	Jackie Howe	Differential Response	$500,000.00	CBCAP|PSSF- Family Preservation|		
👁	+	Service Activity and Funding Stream Dashboard	5/6/2015	Donna Dennis	Housing Services	$15,000.00	PSSF- Adoption Promotion and Support|PSSF- Family Preservation|PSSF- Family Support|PSSF- Time Limited Family Reunification|	35	Families
👁	+	Service Activity and Funding Stream Dashboard	5/6/2015	Maria del Carmen Covarrubias	Substance Abuse Services	$50,000.00	CBCAP|		
👁	+	Service Activity and Funding Stream Dashboard	5/6/2015	Kelli Kopeck	Adoptive Parent Recuritment				

Primary/Sub TouchPoints

Complete the Primary TouchPoint the same way you complete all other TouchPoints.

Select New in Service Activity Part of Entity Dashboard

Service Activity and Funding Stream

Service Activity and Funding Stream

Take Action	Dashboard	Date Last Updated	Services Category	Service Provider Name	How muc being sp
👁 ✏ ➕ 🗑	Service Activity and Funding Stream Dashboard	4/22/2015	Home Visiting	Jewish Family Services of Los Angeles	
				+ New	

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Service Activity

Fill in the form and click 'Save'.

Primary/Sub TouchPoints

Complete the Sub TouchPoint by accessing the Primary TouchPoint Dashboard

Select 'Service Activity & Funding Stream Dashboard' in the Dashboard column of the 'Service Activity' TouchPoint part.

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Primary/Sub TouchPoints

From the Primary TouchPoint Dashboard select New next to the desired part on the right.

Primary/Sub TouchPoint Hands On

Let's record the Service Plan TouchPoint and the Evidence Based Practice TP

1. Access the Service Activity & Funding Stream TouchPoint for your fake county

2. Complete and Save the form

3. Access the Service Activity & Funding Dashboard.

4. Complete an Evidence Practices Checklist TP.

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
Other
TouchPoints

Other TouchPoints

1. County Contact

2. General Information

3. Child Abuse Prevention Month

4. Child Abuse Prevention Council (CAPC)

5. County Children's Trust Fund (CCTF)

Other TouchPoints

Click New > Select the CAPC TouchPoint...

Other TouchPoints

Fill in the form > click 'Save'
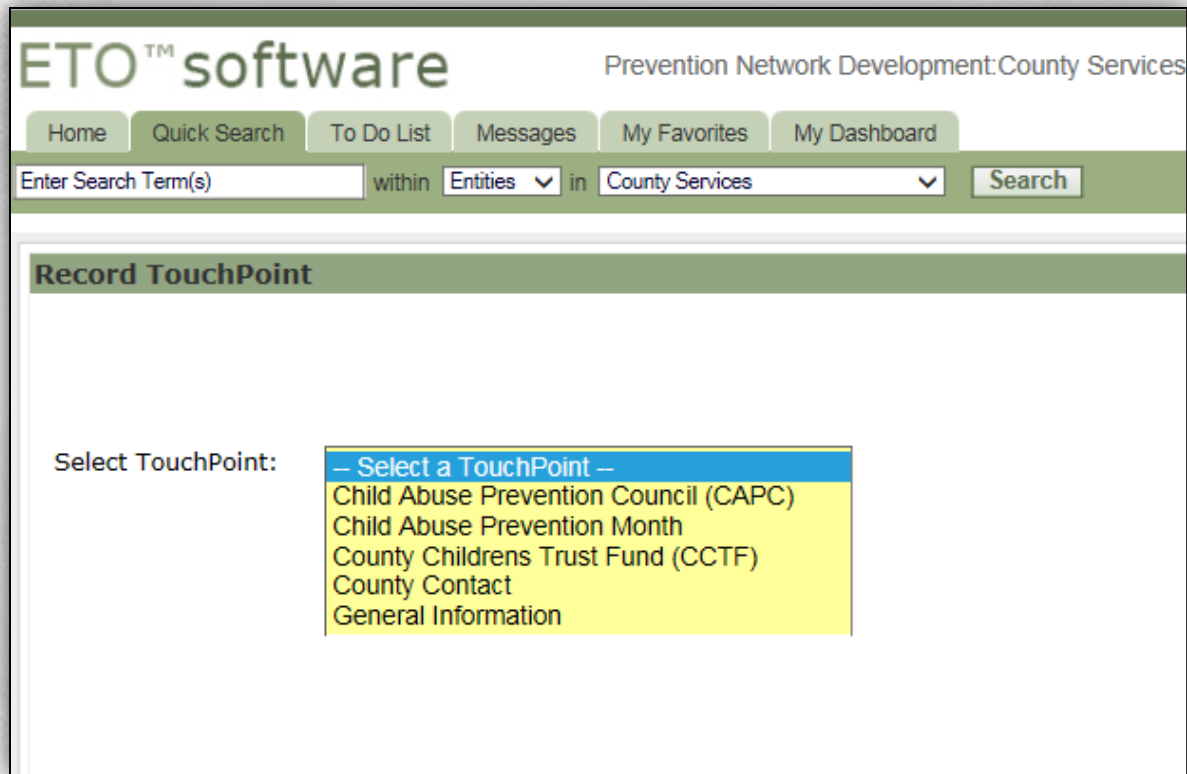

Child Abuse Prevention Council (CAPC) for ALAMEDA on 4/23/2015

Child Abuse Prevention Council (CAPC) TouchPoint

This TouchPoint is designed to collect county Child Abuse Prevention Council (CAPC) report information includes, but is not limited to, participant data, service activity and outcomes th Please record one TouchPoint for *each* CAPC.

Name of designated CAPC

Indicate how the County's designated Child Abuse Prevention Council is organized

-- Select --

Select the **primary** function(s) of the County's designated Child Abuse Prevention Council.

☐ Advocacy (local, state, and national levels as it relates to safety, permanency, well-be

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Other TouchPoints Hands On

Let's record the Child Abuse Prevention Council (CAPC) TouchPoint

1. Access the Child Abuse Prevention Council TouchPoint

2. Fill in the form

3. Click "Save" to save you changes.

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Wrap Up

Now What?

- When do we start using ETO?

- Can we practice in ETO?

- Is there anything that you were hoping to learn that we didn't cover?

- Do you have any other questions about today's training?

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Contacting Support

- Your TouchPoint won't save?

- Your report won't open?

- You're getting a weird error message?

- What should you do?

Social Solutions Support

Phone: 866.732.3560   Ext.2

Email:
support@socialsolutions.com

Karen Skeoch/OCAP

Phone: 916.651.6999

Email:
Karen.skeoch@dss.ca.gov

Hours:
Mon-Thu 8am-8pm EST,
Fri 8am-6pm EST

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Thank You!

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